

ATTENDANCE INFORMATION

Attendance at Palmyra-Eagle High School and Middle School is a privilege. Although the State of Wisconsin has a compulsory school attendance law, which guarantees an educational opportunity for its youth, admittance at and continued attendance in a public school are privileges dependent upon the student's compliance with the laws of the State of Wisconsin, the policies of Palmyra-Eagle Area School District and the rules and regulations of the school. Students shall be expected to attend school regularly and shall present a written excuse signed by a parent or physical guardian, or other appropriate person in all cases of absence, or a phone call to the absence hotline.

Absences/Attendance

Parents/guardians of all students must notify the school whenever it is necessary for a student to be absent, arrive late or be dismissed early during the school day.

Parents/guardians may call the absence hotline, at 262-495-7101, any time until 10:00 a.m. of the date of the absence. The absence hotline is open 24 hours a day. Teachers take class attendance each period and the names of the absentees are recorded in the student management system.

Excused Absences Include:

- Death in the student's immediate family
- Illness or injury of student
- Religious holidays
- Doctor, dental and legal/human services appointments
- College visits for high school juniors and seniors
- School sponsored activities
- Pre-arranged absences

Unexcused Absences Include:

- Absences for all other reasons are unexcused and shall be treated as truancy.
- Oversleeping, car/transportation problems, work, job interviews, haircuts, baby-sitting, running errands for self or parents are not excused absences or tardies.

Students are entitled to make up work missed during an excused absence and are responsible for doing so. Students will be allowed one day for each day of excused absence to complete missed work. Teachers shall use discretion to the students' advantage if needed beyond this time limit. All quarter/semester work must be completed, made-up, before the first scheduled final exam day of that semester. All missed work which results in quarter/semester incompletes must be made up within two weeks of the end of that quarter/semester. If not made up within that time frame, that work will be recorded as a zero and the quarter/semester grade will be calculated accordingly. Students who are called in to school sick are not allowed at any after school activities, including practices and events.

Pre-arranged Absences - up to 10 dates of absences may be excused by parents with approval of the Attendance Office. With at least two days notice a "pink slip" will be given to the student that should be used to get homework from teachers. Students will be allowed one day for each day of absence to make up work. If students do not notify the office in advance they will be considered truant.

Truancy – Wisconsin Statutes state that “any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school, in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.” Further, a habitual truant is defined in the law as “a pupil who is absent from school without an acceptable excuse for: part or all of five or more days on which school is held during a school semester.” Truancy procedures, as outlined by law, will be followed. All unexcused absences (or truanancies) will result in loss of credit for all classes missed and a possible referral to law enforcement for a citation.

Tardy to Class or School

High School

Students have four (4) minutes to use to pass between classes. Students must be in the classroom when the bell rings and teachers may add additional requirements for being on time. If a student reports to a class tardy during the day, the attendance will be recorded as "tardy." When the student has accumulated 4 tardies per class, the student will be referred to the office for a detention. A detention will be assigned for each tardy after the third tardy. Consequences for the first three tardies will be handled by the individual teacher. Students receiving 10 or more tardies in a class during a semester will also be considered truant and can receive citations.

Unexcused tardiness of ten (10) or more minutes is considered an unexcused absence *and will count toward truancy*

Middle School

Students have four (4) minutes to use to pass between classes. Students must be in the classroom when the bell rings and teachers may add additional requirements for being on time. If a student reports to a class tardy during the day, the attendance will be recorded as "tardy."

Level 1 – Failure to follow these classroom expectations will result in 1 Demerit.

- Be to class on time (#s 3-5 per hour)

Level 3 – Failure to follow these classroom expectations will result 3 Demerits

- Be on time to class (#s 6 + per hour)